

 C/MOD

## FOREIGN BROADCAST INFORMATION SERVICE

American Embassy  
 24 Grosvenor Square  
 London, W1A 1AE

OPS-2 LD

FBIS-4425-88

30 August 1988

MEMORANDY FOR: Chief, Operations Group

FROM :   
 Acting Chief, London Bureau

STAT

SUBJECT : London Bureau Annual Non-staff T/O Review

ADMINISTRATIVE STAFFPRESENT T/OPROPOSED T/O

Senior Administrative Assistant

Administrative Assistant

Driver

COMMUNICATIONS SECTION

Communications Supervisor

Senior Wireroom Shift Supervisor  
 (Deputy Communications Supervisor)

Wireroom Shift Supervisor

Tape Relay Operator

EDITORIAL SECTION

Senior Associate Editor

Associate Editor

Mideast Review Writer (Associate Editor)

Associate Editor (in charge of Tabulation Unit)

Editorial Research Assistant

Editorial Assistant

STAT

ENGINEERING SECTION

Chief, Engineering Section

Electronic Technician

Technical Operators, Pressfax

MONITORING UNIT

TV Monitor (Banked)

PRESS MONITORING UNITChief, Media Analyst  
(Deputy Chief, PMU)

Media Analyst Editorial Specialist

Media Analyst

PRESENT T/OPROPOSED T/O

STAT

NOTES:

1. Administrative Staff: With the impending retirement of the Senior Administrative Assistant at the London Embassy, the bureau expects to move the current journeyman Administrative Assistant into the vacant position and to temporarily double encumber the junior position until all are fully trained in their new jobs.

2. Press Monitoring Unit: In the past reporting period Headquarters authorized bureau to convert one Arabic media analyst position to a Russian media analyst position. Chief, PMU is currently recruiting to fill this position. Chief, PMU has also proposed, with bureau endorsement, the conversion of one media analyst position to media analyst editorial specialist, for a complement of 5 editorial specialists and 18 media analysts. The new editorial position would be responsible for coordination, selection and editing of all PMU non-Russian coverage, thus freeing the existing editors to cope with the increasing Russian workload. Chief, PMU is preparing a position description to submit to Headquarters for approval of the fifth editorial position.

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cc: C/E&PS  
C/ADMIN  
C/DRD  
C/MOD  
C/ESG